

State Office of Administrative Hearings & Rules Policy and Procedure <b>Policy for Implementation of State Ad Board Resolution 2007-1</b>	Effective Date <b>3/7/07</b>	Number <b>21</b>
	Supersedes: None	
Subject: <b>Requests from department/agencies for SOAHR review of contracts for hearing officers</b>	Page 1 of 1	

### **Policy Statement:**

Pursuant to State Administrative Board Resolution 2007-1, effective February 20, 2007, all Hearing Officer contracts are to be reviewed by the State Office of Administrative Hearings & Rules (SOAHR) prior to submission to the State Administrative Board.

### **Policy:**

Letters from a department/agency requesting review and approval by SOAHR's Executive Director of any contract for services to be performed by a hearing officer, prior to submission to the State Administrative Board, shall include the following:

1. Agency/Department contact person and contact information, including e-mail address.
2. Statutory/rule authority for the hearing.
3. Anticipated issue in dispute that brings the hearing within the statutory/rule authority.
4. Reason matter cannot be heard by SOAHR, including any applicable statute or rule. Cite the specific section of Executive Order 2005-1 that allows the department/agency to enter into this contract.
5. Any time limits that are required by statute or rule.
6. Recent resume and three professional references for the person identified as contract recipient.
7. Explanation of why the individual is the most appropriate person to receive the contract.
8. Attach the proposed contract and SAB 811 (contract abstract), including amount to be paid and duties to be performed. A copy of the letter with attachments shall be provided electronically and in hard copy to the following:

electronically: [lechlerc1@michigan.gov](mailto:lechlerc1@michigan.gov)

(ID mail): State Office of Administrative Hearings & Rules  
611 W. Ottawa, 2<sup>nd</sup> Floor  
Attn: Carla Lechler

(U.S. mail): State Office of Administrative Hearings & Rules  
P.O. Box 30695  
611 W. Ottawa, 2<sup>nd</sup> Floor  
Lansing, MI 48909  
Attn: Carla Lechler

Upon receipt of the foregoing documents, SOAHR will send an e-mail to the contact person indicated confirming receipt of the request. The contact person will be informed electronically and by hard copy when a decision by SOAHR's Executive Director has been made.

Upon receipt of the electronic request, SOAHR will open a file. The file will remain open until SOAHR's decision has been made and conveyed in writing to the department/agency's contact person.

Approved by:  
Peter L. Plummer, Executive Director, SOAHR